

SECRET

25 YEAR RE-REVIEW

15 March 1963

MEMORANDUM FOR: Special Support Assistant to the
Deputy Director (Support)

ATTENTION :

25X1

SUBJECT : Issuance of Representational Furniture
and Equipment

1. Pursuant to our conversation, following are comments
from our FE Field Branch regarding subject:

25X1

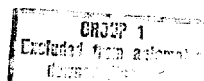
"Letters of Authorization for Representational
expense usually indicate the Chiefs of Station will
be housed under These regula-
tions have tables of allowances that describe and
limit the number and type of furnishings that are
authorized for living quarters. In the past, except
for issues of pianos and air conditioners, we have
not seriously questioned issues of furniture to
representational housing as it seemed reasonable
that representational housing should be furnished
with representational furniture. Now, there seems
to be a growing trend to provide more and more
items not included in the table of allowances such
as sterling silver, crystal, china, etc. Please
advise us if the table of allowances is to be
strictly followed for Chiefs of Station and other
senior officials and if not, give us some guide
lines as to what items are allowable and what
approvals are required."

25X1

2. Although regulations specifically require
that Chiefs of Stations obtain Headquarters approval for the pay-
ment of representational or prestige housing, regulations do not
deal with the purchase or issuance of representational furniture

25X1

SECRET



~~SECRET~~

- 2 -

25X1 and equipment. In the absence of specific criteria or provisions in regulations as to special furnishings allowances to be applied in the case of prestige or representational housing, it is our view that Headquarters approval should be obtained for issuances in excess of those set forth in the Table of Allowances even though it is recognized that normally such additional allowances will be justified.

3. We will appreciate your obtaining and furnishing us with a statement of policy in this matter.



25X1

Chief, Audit Staff

Distribution:

- Orig. & 1 - Addressee
- 1 - C/FE Div.
- 1 - D/Log